

# CELA and Custom Programs Application Checklist

Camosun College  
3100 Foul Bay Road  
Victoria BC Canada V8P 5J2

Tel: +1-250-370-3681  
Email: [internationalapplications@camosun.ca](mailto:internationalapplications@camosun.ca)  
Web: [www.camosun.ca/international](http://www.camosun.ca/international)

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## Application Form

Fill out the attached PDF application form. Type all information. **Print out application and sign it.**  
The student's signature on the application **MUST** match the signature on the passport.

## Confirm

- Student's current address, email address and phone number are on the application
- Student has signed the application the same way the passport has been signed

## Supporting Documents

All documents submitted become the property of Camosun College and will not be returned.

- Scan of Passport
  - Front page (picture page)
  - Page showing address and signature
  - Study Permit (if applicable)
- Responsible Guardian Details (if applicable)
- completed**



## Applicant Declaration *(Please read the following before signing)*

1. I, the applicant, declare that all information contained on this application for admission is true and complete.
2. I agree to abide by the rules, regulations and policies of Camosun College.
3. I agree to purchase adequate medical insurance for the duration of of my group's stay in Canada.
4. I understand and agree that acceptance of this application in no way guarantees admission to the program or course and that this application is subject to the availability of seats. I understand and agree the College reserves the right to modify or cancel any program or course without notice or prejudice.
5. I understand the CELA and Custom Program fee structure and terms.

Signature of Group Coordinator \_\_\_\_\_ Date:

\*If you have participants in the group who are between the ages of 15 to 18, they are welcome to join our program; however, we require that you identify a guardian who will be in Victoria during the time you are studying. This could be your accompanying teacher, chaperone, or family member.

Name of Guardian \_\_\_\_\_ Date:

## Privacy Notice

The personal information provided on your application form is collected under the authority of the section 41(1) of the Colleges and Institutes Act and pursuant to section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA), RSBC1996, c. 165, as amended. The information will be used for the purposes of: admission; registration; academic progress; notification of future courses; notification of test results; agent related business and operating other Camosun-related programs. Camosun collects, uses, retains and discloses information in accordance with FIPPA. Camosun may share and disclose personal information within the College to carry out its mandate and operations. Information, in aggregate form only, may also be used for research purposes and statistics.

Should you have any questions about the collection of information, please contact the International Director at +1-250-370-3681, [international@camosun.ca](mailto:international@camosun.ca), Camosun International: 3100 Foul Bay Rd., Victoria, BC, V8T 3H6

## Permission to Release Information

If you wish to grant anyone access to your information, you will need to complete a [FOIPOP](#) form and indicate who is allowed access to your admission and registration information, this includes agents and emergency contact. If you do not wish anyone to have access to your information, then leave information blank. Permission can be changed by informing the International Office in writing anytime.

Please print application form, sign it, and return it to International Admissions Camosun College.

**Electronic Signatures will not be accepted**